
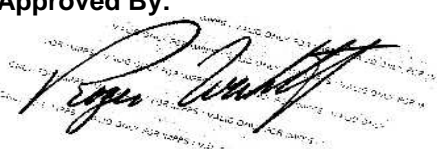



# KANSAS DEPARTMENT OF CORRECTIONS

	<b>INTERNAL MANAGEMENT POLICY AND PROCEDURE</b>	<b>SECTION NUMBER</b>  <b>14-161</b>	<b>PAGE NUMBER</b>  <b>1 of 3</b>						
		<b>SUBJECT:</b>  <b>PAROLE SERVICES: Cooperation with Colleges and Universities</b>							
<b>Approved By:</b>  <b>Secretary of Corrections</b>		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><b>Original Date Issued:</b></td> <td style="width: 30%; text-align: right;"><b>09-01-95</b></td> </tr> <tr> <td><b>Current Amendment Effective:</b></td> <td style="text-align: right;"><b>08-21-99</b></td> </tr> <tr> <td><b>Replaces Amendment Issued:</b></td> <td style="text-align: right;"><b>09-01-95</b></td> </tr> </table>		<b>Original Date Issued:</b>	<b>09-01-95</b>	<b>Current Amendment Effective:</b>	<b>08-21-99</b>	<b>Replaces Amendment Issued:</b>	<b>09-01-95</b>
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<b>Reissued By:</b>  <b>Policy &amp; Procedure Coordinator</b>		<p>The substantive content of this IMPP has been reissued as per the appropriate provisions of IMPP 01-101. The only modifications within the reissue of this document concern technical revisions of a non substantive nature.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><b>Date Reissued:</b></td> <td style="width: 30%; text-align: right;"><b>09-19-11</b></td> </tr> </table>		<b>Date Reissued:</b>	<b>09-19-11</b>				
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## POLICY

Administrative personnel shall, on an ongoing basis, assess the needs of the Division of Community and Field services in the areas of volunteers, research, technical assistance, evaluation, and training resources. Areas of mutual concerns and needs that can be addressed by forming a collaborative relationship with colleges and universities shall be pursued. (APPFS 3-3018) Regional parole directors shall have latitude in forming such relationships depending upon the needs and resources available in their particular region.

## DEFINITIONS

Administrative personnel: For the purposes of this order, this term refers to the Deputy Secretary of Community and Field Services, regional parole directors, parole supervisors, Central Office Correctional Managers, and the Central Office Staff Development Officer.

## PROCEDURES

### **I. Assessment of Needs**

- A. Parole staff shall monitor needs for parole services in the areas of volunteers, interns, research and evaluation, technical assistance, and training.
  1. Parole staff who become aware of needs which can potentially be met by colleges and universities shall notify the regional director.
    - a. If a college or university in the region appears to be able to address the need, the regional director or designee shall attempt to establish a framework of operation to address such need.
    - b. If the need cannot be met by a college or university located within the region, but can possibly be met by another college or university located within the State, the matter shall be referred to the Deputy Secretary of Community and Field Services or designee by appropriate communication.

**II. Establishment of Contacts with Colleges and Universities (APPFS 3-3018)**

- A. Regional directors and parole supervisors shall make contacts with faculty at colleges and universities in their respective areas for the purpose of establishing a cooperative relationship.
- B. Methods with which regional directors may establish cooperative relationships with colleges and universities may include, but shall not be limited to, the following:
  - 1. Inviting members of the university or college to assist in agency programming;
  - 2. Encouraging staff members to serve as lecturers, faculty, or consultants to the educational community;
  - 3. Incorporating faculty and student expertise to enhance the operational efficiency of the region;
  - 4. Developing student internships or practices with the agency;
  - 5. Encouraging visitation by students to departmental facilities; or,
  - 6. Providing recruitment activities to encourage criminal justice students to apply for positions within the Department.

**III. Administrative Review and Assessment**

- A. The Deputy Secretary for Community and Field Services, the Correctional Manager, and regional directors shall, as an ongoing process, review the needs of the parole section in areas of volunteers, research, technical assistance, evaluation and training, as information is brought to their attention.
  - 1. State-wide usage of volunteers and interns shall be periodically evaluated and action plans developed, as necessary.
  - 2. Research assistance shall be initiated in accordance with IMPP 06-101.
  - 3. Where need for technical assistance and evaluation is indicated and could be completed more efficiently in an academic environment, the services of college or university faculty may be requested.
  - 4. Staff development opportunities shall be actively pursued and utilized, whenever possible.

**NOTE:** The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

**REPORTS REQUIRED**

None.

**REFERENCES**

IMPP 06-101  
APPFS 3-3018

**ATTACHMENTS**

None.